

**Job Title: Receptionist**

**Organization:** The Springboard Center

**Location:** Midland, TX

**Closing Date:** Open until filled

The Springboard Center has an immediate opening for a receptionist.

Must have a high school degree or equivalent (preference given to those with higher education achievements), computer experience, exceptional communication skills, ability to handle client information with extreme discretion, and the ability to prioritize duties.

**How To Apply:** All interested candidates can email their resume to Kaitelynn Rodriguez, [krodriguez@gmail.com](mailto:krodriguez@gmail.com)